

Capital Planning Committee
January 11, 2022 Meeting Minutes
Veterans Memorial Building
Via ZOOM

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:41PM via ZOOM. Those present included Committee Members: Peter Berube, James McCaffrey, John Corcoran, Erin Underhill, Finance Director, Carol Johnston and Clerk, Maureen Canesi.

Chair Jonathan Barry opened the meeting with a review of the agenda including definition of Capital.

Chair Barry asked if the Town Administrator could add Marc Conroy, from the School Committee, to the next Select Board meeting of January 24, 2022 to be appointed to the Capital Planning Committee.

Ms. Underhill made a motion to approve the Capital Planning Committee minutes of 11/15/21. The motion was seconded by Mr. McCaffrey. The Committee voted and it passed unanimously.

Ms. Underhill made a motion to approve the Capital Planning Committee minutes of 12/13/21. The motion was seconded by Mr. McCaffrey. The Committee voted and it passed unanimously.

Finance Director, Carol Johnson, discussed the deadline for department Capital Requests to be submitted and reviewed some of the items already submitted.

The Committee reviewed the email/notes submitted by Mr. McCaffrey, outlining points for a communication plan with the Tri-Board Committee and residents

There was discussion of what the “definition” of capital is.

There was discussion regarding obtaining a capital planning software program. Chair Barry asked that they reach out to CitiWorks for a demo.

Ms. Underhill made a motion to adjourn at 7:43pm. The motion was seconded by Mr. Barry. A roll call vote was taken and the Committee voted unanimously in favor of the motion.

Respectively submitted by Maureen Canesi.